



Checklist of Program Materials and Supplies

(Note: The following listing includes materials and supplies the MCC Prostate Health Awareness Program provides, as well as various items you may want to consider using for your local presentations.)

Examples of Presenter Program Materials

- ✓ **Microsoft PowerPoint files and speaker's scripts**
(Note: The MCC Prostate Health Awareness Program materials include two main Microsoft PowerPoint presentations: one for general audiences, and one for Hispanic audiences. The general-audience presentation is available in English. The Hispanic-audience presentation, which was specifically designed for, and focused tested with, Hispanic community members, is available in both Spanish- and English-language versions. The program packet includes one printed copy of the script for each of these three presentations; the resources CD also includes electronic copies of the three presentations.)
- ✓ **Laptop and LCD projector** (check for pointer and extension cord)
(Note: Laptops and LCD projectors for displaying the PowerPoint presentations must be secured by the presenters; the program does not supply this equipment.)
- ✓ **Overhead transparencies and overhead projector** (check for spare bulb, pointer, and extension cord)
(Note: The program resources CD includes Adobe Acrobat PDF files of the slides contained in each of three Microsoft PowerPoint presentations. If a presenter chooses to utilize overheads of various program materials, it is his/her responsibility to produce overhead transparencies from these PDF files and secure an overhead projector; the program does not supply the transparencies or projector.)
- ✓ **35mm slides and slide projector** (check for spare bulb, pointer, and extension cord)
(Note: If a presenter chooses to present the MCC Prostate Health Awareness Program as a 35mm slide presentation, it is his/her responsibility to produce the slides from the PowerPoint materials provided and secure a slide projector; the program does not supply the slides or projector.)
- ✓ **Participant consent form** (when needed)
(Note: The MCC Prostate Health Awareness Program does not provide a consent form for audience participants. If a consent form is needed, presenters are encouraged to develop their own in conjunction with their agency's leadership.)
- ✓ **Pre-presentation survey form for participants** (when needed)
(Note: The MCC Prostate Health Awareness Program packet includes one printed copy of the pre-presentation survey for participants; the program resources CD also includes an electronic copy.)
- ✓ **Post-presentation survey form for participants** (when needed)
(Note: The MCC Prostate Health Awareness Program packet includes one printed copy of the post-presentation survey for participants; the program resources CD also includes an electronic copy.)



Examples of Audience Handouts and Resources

- ✓ **Prostate health awareness fact sheets**
(Note: The newest versions of the Michigan Community Department of Health prostate cancer fact sheets with Michigan-specific data are available for download from the Michigan Cancer Consortium Web site at www.michigancancer.org/Resources/CancerFactSheets.cfm#prostate.)
- ✓ **Healthcare resources information**
(Note: The program packet includes a printed resource list that may be used as an audience handout.)
- ✓ **Additional prostate health information resources**
*(Note: The program packet includes one printed copy of the Michigan Cancer Consortium booklet entitled **Making the Choice: What To Do About Early Stage Prostate Cancer**; additional copies may be requested or downloaded at www.prostatecancerdecision.org.)*
- ✓ **Current research information** (when needed)
(Note: Program leaders can help presenters secure information about current prostate cancer research, if necessary.)
- ✓ **Literature bags** (when available)
(Note: Local businesses may be willing to provide literature bags for local participants.)
- ✓ **Promotional items** (when available)
(Note: Local businesses may be willing to provide gift certificates, coupons, or other promotional items for local participants.)

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